



**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
Public Posting**

**POSTING #:** 16-00155

**TITLE:** Civil Engineer Trainee

**ISSUE DATE:** 9/16/2016

**TITLE CODE:** 14090

**CLOSING DATE:** 10/14/2016

**DIVISION:** Capital Investment Planning & Development

**LOCATION:** Ewing

**UNIT:** Capital Program Development

**SALARY:** \$53,268

**Office Description**

Civil Engineer Trainees are assigned a 40 - hour work week. Current starting salary is \$53,268.53 and after six months is \$55,732.50. Benefits include medical, prescription drug, dental and pension.

Within the Division of Capital Investment Planning & Development, the Bureau of Capital Program Development's role is to plan, guide, monitor and manage NJDOT's capital investments. The Bureau coordinates the management of the Departments' assets and requires interaction with all NJDOT Divisions and Bureaus. Federal and State regulations requires such planning activities in order to track assets, analyze conditions and plan investments. The Bureau produces a 10 - year Capital Investment Strategy Plan each year and submits to the Governor's Office and Legislature.

**Work experience within this unit will NOT qualify as approved Design Experience for the issuance of a NJ PE License.**

**Position Description**

- Collect technical data from management systems and evaluate data to prepare highway operational improvements (HOIs) overall project priority rankings. Assist in the ranking and optimization analysis involved in the selection of projects and problem statements. This involves calculating and updating project priorities and coordinating with various work units throughout the Department.
- Collect and analyze data, update and maintain databases and spreadsheets used in the Capital Investment Strategy (CIS) development that reflects the most recent bridge, pavement, safety, congestion, and drainage management system information.
- Process, review, research, track, and analyze transportation problem statements. Prepare statistical analysis reports including charts and graphs as required of all problem statements in the database to determine the number, CIS/Asset category and status. Assist in conducting Problem Screenings to determine problem statement dispositions and screenings involving subject matter experts (SME) evaluations, project prioritization and CIS reviews.
- Confer with other units within the Department in regard to project need justification, data and required potential scoping issues, project intake process and data collection.
- Compute and update projected investment targets; prepare performance - based budgeting analyses; create GIS maps and PowerPoint Presentations.

## **Requirements**

Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering.

**NOTE:** A Bachelor of Science degree in Engineering Technology (BSET) in a field related to civil engineering from an accredited college having a curriculum approved by the Accreditation Board of Engineering Technology (ABET) meets the above education requirements. For more information regarding this position, please refer to:

<http://info.csc.state.nj.us/jobspec/14090.htm>

**NOTE:** Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorship or visas.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (L.2011, Chapter 70), also known as the "New Jersey First Act."

## **Applicant Information**

To Apply: NJDOT Employees

Any appointments made from postings which involve movement between divisions may result in a forfeiture of rights to any promotional lists in their former unit.

**Submit letter of interest (including job vacancy posting number) AND current resume by closing date.**

To Apply: State Employees

Any appointments made from postings which involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

**Submit letter of interest, current resume, unofficial transcript OR foreign evaluation (with course – by – course information), and a completed New Jersey State Application for Employment, which can be found at <http://www.nj.gov/transportation/about/employ/pdf/applicationForEmployment.pdf> by closing date.**

To Apply: Public

**Submit letter of interest, current resume, unofficial transcript OR foreign evaluation (with course – by – course information), and a completed New Jersey State Application for Employment, which can be found at <http://www.nj.gov/transportation/about/employ/pdf/applicationForEmployment.pdf> by closing date.**

## **NOTES:**

**NJDOT will accept applications from students anticipating graduation in December 2016. No offer of employment will be made without proof of degree.**

**PAPER APPLICATIONS ARE NO LONGER ACCEPTED. YOU MUST FOLLOW INSTRUCTIONS ON HOW TO SUBMIT APPLICATION ELECTRONICALLY.**

**Be advised, DROID and APPLE phones/tablets/pads are not compatible with our application system.**

**Candidates will NOT be considered if they fail to provide all requested documents upon initial submittal.**

**APPLICATIONS RECEIVED WILL BE CONSIDERED FOR THIS POSTING ONLY. If you are interested in multiple positions, submit ONE application and indicate the posting numbers of all the positions you are interested in on application and cover letter.**